

KCC

CONFIDENTIAL

PACMIRS
Camp Ritchie, Md.

OPERATIONAL MEMORANDUM)

18 July 1945

NUMBER

4)

SUBJECT: Use of PACMIRS Forms PC-1, PC-2 and PC-3

1. PACMIRS Forms PC-1, PC-2 and PC-3 have been prepared to facilitate changes of priorities and other changes affecting specific documents and to allow the Priority Control Officer to maintain an accurate record of all documents being translated and published.

2. The term "deadline date" is used in this memorandum and in these forms to mean the latest date that the translation can be used by the principal requesting agency. The term "target date" will be the date upon which the production is expected to be completed. The "target date" is subject to change but is assigned as a guide for translators, editors and production personnel. The "deadline dates" and "target dates" will be assigned by the Priority Control Officer with the approval of the Chief, PACMIRS.

3. PACMIRS Form PC-2 is an intra-office memo form for the use of Liaison Officers, the Research Control Officer and other Officers who may wish to request the translation or other change in the status of PACMIRS documents. The form will ordinarily be prepared in one copy and will be forwarded to the Priority Control Officer. The officer initiating the request will fill in all blank spaces which are applicable and will check in the margin the appropriate numbered paragraphs. All available information about the document should be supplied and the form may be accompanied by correspondence or other papers.

4. PACMIRS Form PC-1 will specify the action taken by the Priority Control Officer on the requests described in par 3 above. This form is designed to supply the essential information to all officers and sections concerned. It will be prepared in triplicate at the direction of the Priority Control Officer, the copies to be routed according to the distribution shown on the form. One copy will be routed as shown in the column "action routing" commencing with the Chief, PACMIRS, and continuing until the form arrives at the section holding the document. The form will then be attached to the document and will become part of the permanent file of that item. If the priority of the document is changed, the latest Form PC-1 will be attached to the document and previous directions for translation or assignment of priority will be disregarded. Officers checked in the column

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"information routing" will initial Form PC-1 when it arrives at the Translation Section.

5. Form PC-3 consisting of twelve (12) detachable memoranda will be attached to each document assigned a priority for translation. The form will follow the document through the normal routing and as each phase of processing is reached the appropriate memorandum slip will be completed, detached and forwarded to the Priority Control Officer. This data will be used in posting the progress of documents on a Progress Board to be kept in the Priority Control Office.

Eugene A. Wright
EUGENE A. WRIGHT
Major, Infantry
Acting Chief, PACMIRS

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PACMIRS
Camp Ritchie, Md.

DATE

DOCUMENT NO	ITEM NO	BULLETIN NO	PRIORITY
	<u>ACTION ROUTING</u>		<u>INFORMATION ROUTING</u>
MEMORANDUM TO :	1. Chief, PACMIRS		Air Unit
	2. Document Group		Chemical Warfare L/O
	3. Research Control Officer		Engineer Liaison Officer
	4. Translation Group		Ordnance Liaison Officer
	5. Translation Section		Quartermaster L/O
	6. Editorial Section		Signal Liaison Officer
	7. Production Section		

SUBJECT : a. Request for Translation of Above-mentioned Document

b. Request for Change of Priority of Above-mentioned Document

1. Request that above-mentioned document be translated on above priority to be completed by this deadline or target date of _____, to be of any value.
2. The document is entitled or deals with _____
3. The above-mentioned document has been changed from priority _____ to priority _____. New deadline or target date is _____. Request translation on new priority to be completed by new deadline or target date to be of any value.
4. The following portions of document to be translated : _____
5. The _____ through _____ has requested this translation.
Branch, Service Liaison Officer
6. Please notify _____ and PCO when the document is assigned to a
Liaison Officer translator.
7. Make necessary changes in your record.
8. Make the necessary corrections in a forthcoming issue of the Bulletin, showing the old and new priorities and the disposition of the document.

Distribution:

- 1 - Hdq File
 - 1 - PCO
 - 1 - W/Document
- Form PC-1

PCO

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PACMIRS
Camp Ritchie, Md.

DATE

DOCUMENT NO

ITEM NO

BULLETIN NO

Memorandum to : Priority Control Officer

Subject : a. Request for translation.

b. Change in disposition of document.

1. Request translation of above-mention document on priority _____.
2. Request priority on the above-mentioned document be changed from priority _____ to priority _____.
3. Request the document be destroyed as of no value.
4. Title or subject of document is:
5. Deadline or target date is:
6. Reason for requesting translation or change of priority

7. The following portions only are desired:

(name and rank)

(Service represented)

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Form PC-2

_____ is being edited.

(Doc. #)

Memo to: PCO

From : Translation Control (Date)

_____ has been forwarded to

(Doc. #) Editorial Section.

Memo to: PCO

From : Translation Control (Date)

_____ is being checked.

(Doc. #)

Memo to: PCO

From : Translation Control (Date)

_____ is awaiting checking.

(Doc. #)

Memo to: PCO

From : Translation Control (Date)

_____ is being translated.

(Doc. #)

Memo to: PCO

From : Document Group (Date)

_____ has been forwarded to

(Doc. #) Translation Group.

From : Production Section (Date)
_____ has been forwarded for final
(Doc. #) production.

Memo to: PCO
From : Production Section (Date)
_____ has been forwarded for
(Doc. #) coordination.

Memo to: PCO
From : Production Section (Date)
_____ has been assigned for photo work.
(Doc. #)

Memo to: PCO
From : Production Section (Date)
_____ has been assigned to draftsman.
(Doc. #)

Memo to: PCO
From : Production Section (Date)
_____ has been assigned to a typist.
(Doc. #)

Memo to: PCO
From : Editorial Section (Date)
_____ has been forwarded to Production
(Doc. #) Section.